

City Contract Management System (CCMS)

Prime Contractor Training

International & Economic Development Department
Small Business Office

2011

Version 1: 5/23/11

Overview

CCMS is a web-based tool that provides:

- Contract compliance
- S/M/WBE Monthly Utilization Reports
- Online Audits

B2Gnow is the software vendor providing and maintaining the system for the City of San Antonio

Benefits

- No cost to contractors
- Online reporting of subcontractor utilization
- Contractors can manage their own accounts
- Multiple user accounts for each contractor
- Substantial time savings for contractors & COSA staff
- Data is collected in a standard format

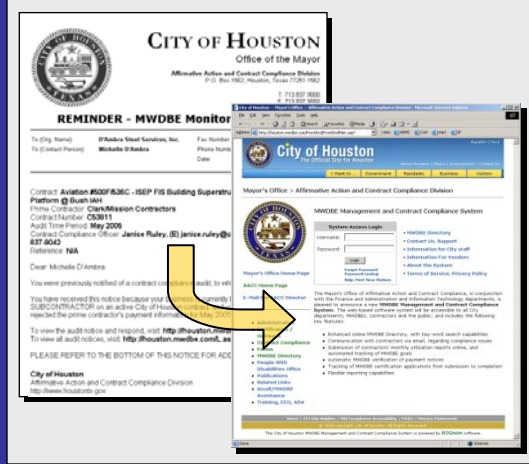
Process

- Notification sent to Prime Contractor
 - Notification is sent by CCMS when COSA has made a payment to the Prime Contractor
 - Prime Contractor receives an email or fax advising them to login and report payments to Subcontractors
- Notification sent to Subcontractor
 - Notification is sent to Subcontractor after the Prime Contractor has entered Subcontractor payment information
 - Subcontractor receives an email or fax advising them to login and confirm or dispute the payment information reported by the Prime Contractor

Contract Compliance Process

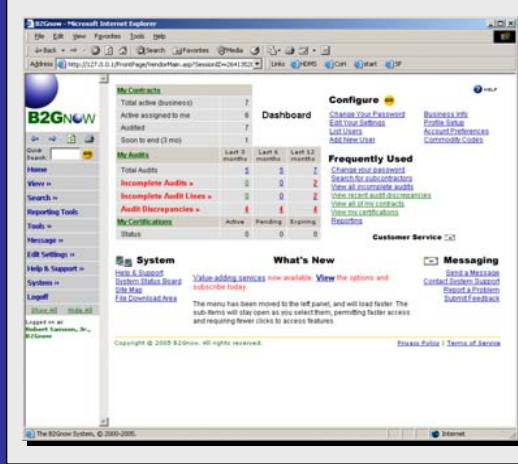
1

Prime notified by email and/or fax



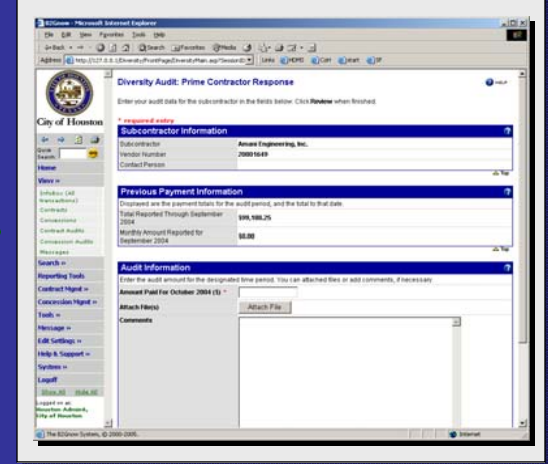
2

Prime logs into secure account



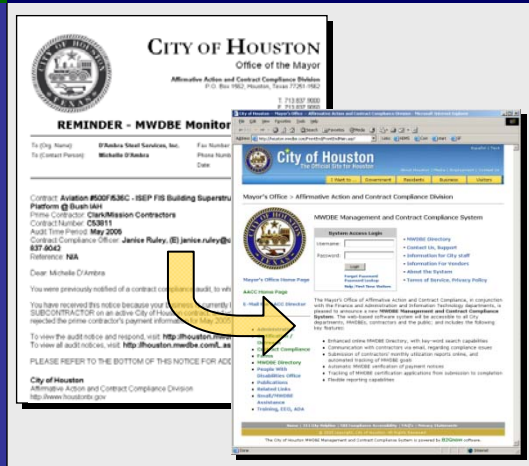
3

Prime enters payment data for subs



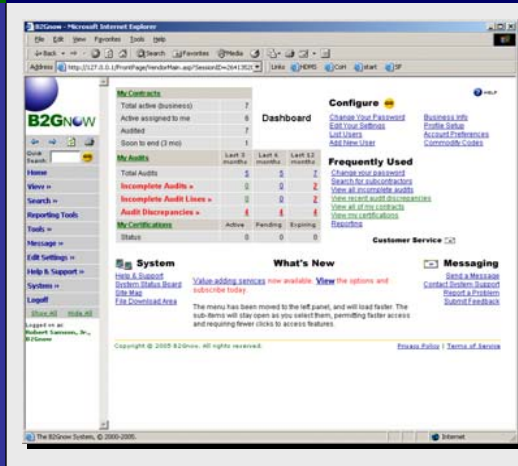
4

Subcontractor notified by email and/or fax



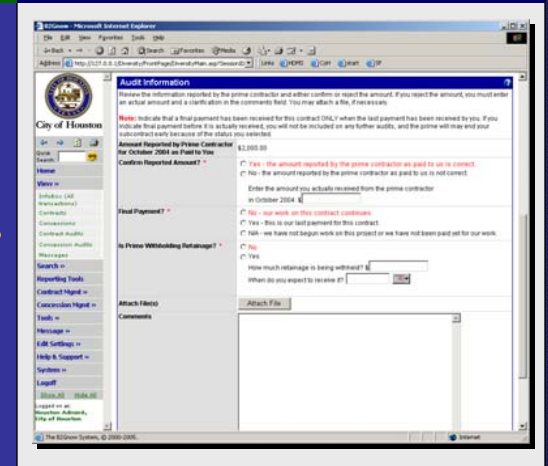
5

Subcontractor logs into secure account



6

Subcontractor confirms or rejects payment data



Maintenance and Notes

- 1) Subcontractors currently listed in CCMS came from a submitted Utilization Plan approved by the International and Economic Development Department - Small Business Office.
 - ❖ If subcontractors on your projects have changed, the *Change to Utilization Plan* must be completed and submitted to your COSA managing department representative.
- 2) New contract awards will be loaded automatically by COSA's financial system and Prime Contractors and Subcontractors will automatically receive notifications, via email or fax, from CCMS reminding all parties to login and report.

CCMS Home Page

<http://sanantonio.sbeda.com>

System Access

How do I login?

1. www.sanantonio.gov

- a) Highlight the *Doing Business With The City* drop-down tab located on the left of screen or the *Business* tab located on the upper left of the screen
- b) Click on the tab titled *Contract Management System (CCMS)*

Or

- 1 Open the CCMS home page in your internet browser to:
<http://sanantonio.sbeda.com>
- 2. In the System Access Login box, enter your username and password.
- 3. Click Login.

www.sanantonio.gov

The screenshot shows the San Antonio City Government website. The top navigation bar includes links for **sa.Gov Home**, **Business**, **City Services**, **Departments**, **Government**, **Recreation**, **Residents**, and **Visitors**. On the left, a sidebar titled "I want to..." lists various services. A red arrow points to the "City Contract Management System" link in this sidebar. The main content area features a large banner for "YOU CAN DO COLLEGE San Antonio!" with the "cafécollege" logo. To the right of the banner, a yellow callout box contains the text: "Click either drop-down tab to bring up the CCMS home page". Below the banner, there is a section titled "What's Happening?" with a link to "San Antonio Open Government Records Request Center". The right sidebar contains links for "311 - Request Info", "Emergency Info", "Newsletters & Alerts", "San Antonio Events", "Stay Connected" (with Facebook and Twitter icons), and "Popular Links" (including "SA International Airport", "Jobs - City Employment", and "San Antonio Public").

sa.Gov Home **Business** **City Services** **Departments** **Government** **Recreation** **Residents** **Visitors**

CITY OF SAN ANTONIO OFFICIAL WEBSITE

City Bidding & Contracting Opportunities

City Contract Management System

Development Services

Economic Development

I want to...

Apply For
Check Status of
Do Business with the City
Find City Government Info
Find City Services & Info
Find Information About San Antonio
Pay For
Report
Request Help With
Visit
Watch

cafécollege: You Can Do College SA!
cafécollege offers free
Bidding & Contracting Opportunities
City Contract Management System
SA eProcurement System (SAePS)
MORE Business Links

YOU CAN DO COLLEGE San Antonio!
cafécollege

What's Happening?
San Antonio Open Government Records Request Center
Request a City Record or Document. ... [Read More](#)

Site Map | Text Only
Thursday, May 12, 2011
Home E-Mail Print
Google Custom Search Search

311 - Request Info
Emergency Info
Newsletters & Alerts
San Antonio Events

Stay Connected
Facebook
Twitter

Popular Links
SA International Airport
Jobs - City Employment
San Antonio Public

System Access

What is my username?

- ❖ Your username is your email address.

What is my password?

- ❖ Your password is initially assigned to you. You must change it to something only you know the first time you login.

System Access cont.

How do I change my password?

- 1) From the Edit menu, click Change Password.
- 2) In the Old Password field, type your old password.
- 3) In the New Password and Type New Password Again fields, type your new password.
- 4) Click Submit.
- 5) Your new password is effective immediately.

CITY OF SAN ANTONIO
OFFICIAL WEBSITE
INTERNATIONAL & ECONOMIC DEVELOPMENT

NOVATION BUSINESS

SAN ANTONIO
DEEP IN THE HEART

TEDD Home Community Development Industry Development International Affairs Small Business Contact

Small Business
Calendar of Events
Articles, Reports, & Studies
SBEDA Forms

San Antonio electronic Procurement System (SAePS)
All vendors and suppliers interested in doing business with the City must register in SAePS.

SAePS
San Antonio Electronic Procurement System

City of San Antonio Contract Management System

1.

Home/Login

System Access Login

Username:

Password:

Login

[Forgot Password Account Lookup](#)

- Find a Certified Firm
- Contact Us & Support
- Information for City staff
- About the System

The International & Economic Development Department welcomes you to the **City of San Antonio's Contract Management System (CCMS)**. CCMS includes the following key features:

- Automated communication with prime and subcontractors via email regarding compliance and resolution issues
- Submission of contractors' monthly utilization reports online and automated tracking of Small Business Economic Development Advocacy (SBEDA) Program subcontracting goals
- Automatic verification of revenues and expenditures
- Flexible reporting capabilities

2.

1. Remember: 'Username' is always your email address

2. If you forgot your password, click on [Forgot Password](#), enter your email address and your password will be emailed to you.

Address http://sanantonio.sbda.com/FrontPage/VendorMain.asp?SessionID=67292137834612218573472617114275 Go Links >>

Google Go Bookmarks 1 blocked Check AutoLink AutoFill >> Settings Help

B2Gnow

Quick Search:

Home
View >>
Search >>
Message >>
Edit Settings >>
Help & Support >>
System >>
Logoff
[Show All](#) [Hide All](#)

Logged on as:
Kelly Gist,
E-Z Bel Construction
Company, Inc,

Welcome to our system!

Our system is designed to make data gathering simpler and faster. Please review the information below before continuing to ensure that you maximize your

Security

- » Change your password immediately if someone else set up your account.
- » Do not use someone else's account. Every person must have their own account. If you do not know how to set up a user account, please contact us through the messaging system: from the left menu, click **Message**, then **Contact System Support**.

Navigating

- » All system functions are available from the menu on the left. Just click any of the topics to view the subitems. This menu is visible at all times.
- » The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assigned records, and identifies if immediate action is required.

Finding Records

- » If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. From the left menu, click **Search**, then select the type of record you need to find. For tips on searching the system, download the Quick Guide listed below.

Help & Support

- » Download the support guide in PDF format - [Download Support Guide](#).
- » More help options are available from the left menu under **Help & Support**, including our online help system, a Forums module, and messaging tools.

1. ☐ Do not show this page again.

2.

[Customer Service](#)
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[Home](#) | [Help](#) | [Print This Page](#)

The B2Gnow System, © 2000-2006. Internet

If you do not wish to continue receiving the Welcome message, (1.) check the box and click (2.) Continue.

Home Page

B2Gnow - Microsoft Internet Explorer provided by City of San Antonio

https://sanantonio.sbada.com/FrontPage/VendorMain.asp?XID=5124

File Edit View Favorites Tools Help

B2Gnow

My Contracts

Total active (business)	2
Active assigned to me	0
Audited	2
Soon to end (3 mo)	1

My Contract Audits

	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	0	3
Incomplete Audits »	0	0	3
Incomplete Audit Lines »	0	0	9
Audit Discrepancies	0	0	0

My Concessions

My Certifications

	Active	Pending	Expiring
Status	1	0	0

Configure

[Change Your Password](#)
[Edit Your Settings](#)
[List Users](#)
[Add New User](#)
[Submit Questionnaire](#)

Frequently Used

[Change your password](#)
[Search for subcontractors](#)
[View all incomplete audits](#)
[View recent audit discrepancies](#)
[View all of my contracts](#)
[View my certifications](#)

Customer Service

Messaging

[Send a Message](#)
[Contact System Support](#)
[Report a Problem](#)
[Submit Feedback](#)

What's New

>>> NEW: [User Training Manual](#) for the system in PDF format.
>>> Download the latest [Quick Guide](#) in PDF format.

System

[Help & Support](#)
[System Status Board](#)

Logged on as:
Ayten Cibildak,
Rialto Studio, Inc.

Home | Help | [Print This Page](#) | [Print To PDF](#)

rights reserved.

1. [User Training Manual](#) is an additional training resource
2. To print, click [Print This Page](#) at the bottom of each screen.

Look up your contract

The screenshot shows the B2Gnow web application interface. A yellow box with the number '1.' points to the 'View »' link in the left-hand menu bar. Another yellow box with the number '2.' points to the 'My Contracts' link in the same menu bar. The main content area displays a 'My Contracts' table with the following data:

My Contracts				
Total active (business)				2
Active assigned to me				0
Audited				2
Soon to end (3 mo)				1

Below this is a 'My Contract Audits' table with columns for 'Last 3 months', 'Last 6 months', and 'Last 12 months':

My Contract Audits	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	0	3
Incomplete Audits »	0	0	2
Incomplete Audit Lines »	0	0	4
Audit Discrepancies	0	0	0

Further down are sections for 'My Concessions', 'My Certifications', and a 'Status' table:

My Certifications			
	Active	Pending	Expiring
Status	1	0	0

The interface also includes a 'Configure' section with links like 'Change Your Password', 'Edit Your Settings', and 'List Users'. A 'Frequently Used' section contains links such as 'Change your password', 'Search for subcontractors', and 'View all incomplete audits'. A 'Customer Service' section is also present. The footer shows 'Copyright © 2008 B2Gnow. All rights reserved.' and navigation links like 'Home', 'Help', 'Print This Page', and 'Print To PDF'.

1. Click 'View' on the menu bar.
2. Click My Contracts.

Vendor Console: Contracts

B2Gnow

Vendor Console: Contracts

Business Name: Rialto Studio, Inc.

[Main](#) | [General Info](#) | [Profile](#) | [Users](#) | [Commodities](#) | [Contacts](#) | [Certifications](#) | [Contracts](#) | [Concessions](#) | [Workforce Comp](#) | [Questionnaires](#)

Listed below are the contracts to which this vendor is assigned.

Contracts as Prime Contractor

Contract Number	Contract Title	Amount	Dates	Actions
4600001883	Regional Youth Sports Facilities (3 incomplete prime audits with 9 incomplete prime line items)	\$530,770.00	10/18/2004 to 12/13/2007	View

Contracts as Subcontractor

Contract Number	Contract Title	Subcontract Percent	Prime	Actions
4600001433	Salado Creek Hike & Bike Trails (1 incomplete subcontractor line items)	20.90%	Pape-Dawson Engineers, Inc.	View

Logged on as: Ayten Cibildak, Rialto Studio, Inc.

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1. Sample vendor is a Prime Contractor of a contract.

2. Also, sample vendor is a Sub-contractor on a different contract

3. Click [View](#) to open contract.

Contract Management

HELP VIDEO HELP

Contract 00291160-001: "Regional Youth Sports Facilities".

[Refresh Page](#)

Contract Information

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	00291160-001
Start Date	10/18/2004
End Date	12/13/2007
Maximum Value	\$530,770.00
Contract Compliance Officer	Ayten Cibildak

1.

User Assignment

Contract Type	(Sub) Contract Percent	Contact Person	Diversity Audit Required
Prime	100.000%	Gina Gray	Yes

Audit History

Audit Number	Date Posted	Audit Period	Actions
00291160-005	5/7/2007 11:23:42 AM CDT	April 2007	View Audit
00291160-004	3/6/2007 12:30:55 PM CST	February 2007	View Audit
00291160-003	1/19/2007 4:22:27 PM CST	December 2006	View Audit
00291160-002	9/22/2006 8:45:23 AM CDT	August 2006	View Audit

2.

Subcontractor Addition Requests

No subcontractor additions requested.

Add Subcontractor

3.

Contract Status & Actions

	Status	Actions	Previous Transactions
Contract	Open	View Contract	
Contract Amendments			None
Contract Extensions/Shortenings			None
Suspensions			None
Cancellations			None

1. To change 'User Assignment', click drop-down menu under 'Contact Person' to select another user in your organization. Note: To add users, see page 12 of the [User Training Manual](#).
2. 'Audit History' provides a list of 'Audit Periods'. An 'Audit Period' is generated when a payment is made to the Prime Contractor by the City of San Antonio. Click [View Audit](#) to enter your Sub-contractor payments for each 'Audit Period'.
3. 'Add Subcontractor' feature is **disabled** until further notice.

Contract Audit: Audit Notice

HELP VIDEO HELP

This is an audit notice for the contract listed below. Click the **View/Submit Response** button to view or respond to this audit.

View/Submit Response

2.

Contract Information

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	00291160-001

Audit Information

Audit Number	00291160-004
Date & Time Posted	Local: 3/6/2007 12:30:55 PM CST System: 3/6/2007 12:30:55 PM CST
Time Period	February 2007
Date Response Due	3/31/2008 (60 days from today)
Comments	

1.

Contract Compliance Officer Information

Contact Person	Ayten Cibildak
Organization	City of San Antonio
User Number	30000068-028

Buyer Information

Contact Person	Rocky Duque de Estrada
Organization	San Antonio Parks & Recreation Department
User Number	10000442-014

1. This particular 'Audit Notice' is for February 2007.
2. Click [View / Submit Response](#) to respond to the audit.

1. One-Step reporting, click Submit ALL Incomplete Records. The one-step feature allows you to report payment information for all sub-contractors on one screen.

OR

2. Click Submit Response to report payment information for each individual sub-contractor.

Contract Audit: February 2007

HELP VIDEO HELP

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status	Not complete, 4 sub response(s) to be submitted. (View Detail)
Audit Period	February 2007
Payment to Prime	\$18,103.87
Marked As Final Audit?	No (mark audit as final)
Contract Number	4600001883
Contract Title	Regional Youth Sports Facilities
Prime Contractor	Rialto Studio, Inc.

Audit Summary - Total Contract Through TODAY (1/31/2008)

	Award	Award Percent	Actual	Actual Percent	Difference (Actual - Award)
Payments to Prime	\$530,770.00		\$106,653.08		
Credited Payments (Prime + Sub)	\$159,231.00	30.000%	\$106,651.08	99.998%	69.998% above goal
Credited DBE Payments	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Credited SMWBE Payments	\$159,231.00	30.000%	\$106,651.08	99.998%	69.998% above goal
Contract Progress	20.1%				
Credited Prime + Sub Progress	67.0%				

Audit Summary - Assignment, Payment, and Progress Details

	Award Assignments	Award Percent	Actual Payments	Actual Percent	Difference (Actual - Award)
All Subcontractor Payments	\$185,769.50	35.000%	\$16.00	0.015%	34.985% below goal
Credited Prime Payments	\$345,000.50	65.000%	\$106,637.08	99.985%	34.985% above goal
Credited Subcontractor Payments	\$159,231.00	30.000%	\$14.00	0.013%	29.987% below goal
Subcontractor Progress	0.0%				
Credited Subcontractor Progress	0.0%				

Award values may not match due to differences between overall contract goal and subcontractor assignments.

1.

Mark 4 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Add Subcontractor

Report Error

2.

Subcontractor Payments for February 2007

Subcontractor	Certified	Type	Inc. in Goal	Goal Type	Actions	Paid Amount in February 2007	Confirmed by Sub	Total To February 2007	Contract Goal	Actual Percent
Bain Medina Bain, Inc. Kay Whitesell P 210-494-7223 Ext. 239, F 210-490-5120 kwhitesell@bmbi.com	Yes	Sub 100%	Yes	SMWBE	Submit Response	Not Reported	--	\$0.00	15.000%	0.000%
K.M. Ng & Associates, Inc. Sandra Owen P 210-736-6623, F 210-736-9258 sowen@kmmg.com	Yes	Sub 100%	Yes	SMWBE	Submit Response	Not Reported	--	\$0.00	5.000%	0.000%
Mainstreet Architects, Inc. Sue Ann Pemberton-Haugh P 210-732-9268, F 210-732-9269 mainstreet@sabx.rr.com	No	Sub	No		Submit Response	Not Reported	--	\$0.00	5.000%	0.000%
Vickrey & Associates Brenda Vickrey P 210-349-3271, F 210-349-2561 bvjohnson@vickrey.net	Yes	Sub 100%	Yes	SMWBE	Submit Response	Not Reported	--	\$0.00	10.000%	0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Return to Audit Notice

Option 1. One-Step Reporting

Contract Audit: Vendor List Bulk Submit

1. 2. 3.

Subcontractor Audit Information

Subcontractor	Total Through February 2007	Contract Goal	Actual Percent Through February 2007	Payment for April 2007	Payment Detail	Comments
K.M. Ng & Associates, Inc.	\$0.00	5.000%	0.000%	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
Mainstreet Architects, Inc.	\$0.00	5.000%	0.000%	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
Vickrey & Associates	\$0.00	10.000%	0.000%	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

4.

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1. Enter dollar amounts for each Sub-contractor. A dollar amount must be entered even if the dollar amount is zero (\$0).
2. Enter 'Payment Detail', if applicable.
3. Enter 'Comments', if applicable.
4. Click **Save**

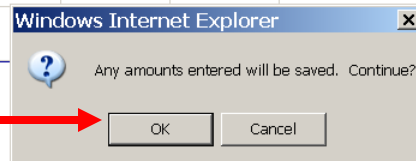
Option 1. One-Step Reporting cont.

Contract Audit: Vendor List Bulk Submit

HELP VIDEO HELP

Subcontractor Audit Information

Subcontractor	Total Through February 2007	Contract Goal	Actual Percent Through February 2007	Payment for April 2007	Payment Detail	Comments
K.M. Ng & Associates, Inc.	\$0.00	5.000%	0.000%	\$1.		Test
Mainstreet Architects, Inc.	\$0.00	5.000%	0.000%	\$2.		Test
Vickrey & Associates						Test



1.

Contract Audit: February 2007

HELP VIDEO HELP

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status	Not complete, 4 sub response(s) to be submitted. (View Detail)
Audit Period	February 2007
Payment to Prime	\$18,103.87
Marked As Final Audit?	No (mark audit as final)
Contract Number	4600001883
Contract Title	Regional Youth Sports Facilities
Prime Contractor	Rialto Studio, Inc.

Audit Summary - Total Contract Through TODAY (1/31/2008)

	Award	Award Percent	Actual	Actual Percent	Difference (Actual - Award)
Payments to Prime	\$530,770.00		\$106,653.08		
Credited Payments (Prime + Sub)	\$159,231.00	30.000%	\$106,651.08	99.998%	69.998% above goal
Credited DBE Payments	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Credited SMWBE Payments	\$159,231.00	30.000%	\$106,651.08	99.998%	69.998% above goal
Contract Progress	20.1%				
Credited Prime + Sub Progress	67.0%				

Main Contract Audit Page

1. Click OK.

Action returns you to the main Contract Audit page

Option 2. Add Payment Information for Each Sub-contractor Individually

1. Enter dollar amount.
2. Enter 'Payment Detail', if applicable.
3. Enter 'Comments', if applicable.
4. Click Review.

Contract Audit: Prime Contractor Response HELP VIDEO HELP

Enter your audit data for the subcontractor in the fields below. Click **Review** when finished.

*** required entry**

Subcontractor Information ?

Subcontractor	Bain Medina Bain, Inc.
Vendor Number	20019096
Contact Person	

Previous Payment Information ?

Displayed are the payment totals for the audit period, and the total to that date.

Total Reported Through February 2007	\$0.00
Amount Reported for February 2007	\$0.00

Audit Information ?

Enter the audit amount for the designated time period. You can attached files or add comments if necessary.

Amount PAID For April 2007 * 1.

Payment Detail 2.

(Optional) Enter details of PAID check numbers and amounts for April 2007. This optional detail will speed upon the subcontractors confirmation of your payment information. This information will be displayed to Bain Medina Bain, Inc..

Attach File(s) Attach File

Comments 3.

(Optional) These comments are visible ONLY to your contract compliance officer. They are not visible to Bain Medina Bain, Inc..

this is a test.

Spell Check **Review** Cancel 4.

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Always:
1st Review
2nd Save

Option 2. Add Payment Information for Each Sub-contractor Individually cont.

Contract Audit: Prime Contractor Response Review HELP VIDEO HELP

Review the audit response and click **Save**. If you need to make a change, click any of the blue **Edit** buttons.

Audit Information		Edit
Audit Number	00291160-005	
Audit Time Period	April 2007	
Contract Title	Regional Youth Sports Facilities	
Contract Number	4600001883	
B2Gnow Reference Number	00291160-001	

Subcontractor Information		Edit
Business Name	Bain Medina Bain, Inc.	
Vendor Number	20019096	

Data Reported		Edit
Paid Amount for April 2007	\$10.00	
Payment Detail		
Comments	this is a test.	

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1. Click Save.

Option 2. Add Payment Information for Each Sub-contractor Individually cont.

The audit response has been saved. Click one of the buttons to continue.

[Return To Subcontractor List](#) [View ALL Audits](#)

[View Audit Response](#) [Return To Audit Notice](#)

Confirmation Number	139283
Confirmation Type	Prime audit response of Contract 4600001883 for April 2007 audit period.
User	Ayten Cibildak
Time Stamp	1/31/2008 3:16:04 PM

[Send Yourself Confirmation Notification](#)

Next Subcontractor [K.M. Ng & Associates, Inc.](#)

[Next Subcontractor](#)

Do you have a spare minute?

We continually try to provide you with the resources, tools, and features that let you efficiently manage your processes. If you have a minute, please send us some feedback on the process you have just completed. We value your input and will respond to your suggestions.

[Submit Feedback](#)

Contract Audit: Prime Contractor Response Submitted

The audit response has been saved. Click one of the buttons to continue.

[Return To Subcontractor List](#) [View ALL Audits](#)

[View Audit Response](#) [Return To Audit Notice](#)

Windows Internet Explorer

A confirmation notification has been sent to you.

OK

1. Click [Send Yourself Confirmation Notification](#), if you would like a confirmation email / fax.

Please Note: One-Step Reporting does not automatically send you a confirmation notification.

2. To continue adding payment information to Sub-contractors, click [Next Subcontractor](#).

Once you have added all payment information for all Sub-contractors, the audit process for the Audit Period is complete.

Working on Your Incomplete Audits Directly From the Home Page

B2Gnow

Home
View »
Search »
Vendors
Certified Vendors
Contracts
Concessions
Outreach
Users
Message »
Edit Settings »
Help & Support »
System »
Logoff
[Show All](#) [Hide All](#)

Logged on as:
Ayten Cibildak,
Rialto Studio, Inc.

My Contracts

Total active (business)			2
Active assigned to me			0
Audited			2
Soon to end (3 mo)			1

My Contract Audits

	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	0	3
Incomplete Audits »	0	0	2
Incomplete Audit Lines »	0	0	5
Audit Discrepancies	0	0	0

My Concessions

My Certifications

	Active	Pending	Expiring
Status	1	0	0

Configure [GO](#)

[Change Your Password](#)
[Edit Your Settings](#)
[List Users](#)
[Add New User](#)
[Submit Questionnaire](#)

Frequently Used

[Change your password](#)
[Search for subcontractors](#)
[View all incomplete audits](#)
[View recent audit discrepancies](#)
[View all of my contracts](#)
[View my certifications](#)

Business Info
[Profile Setup](#)
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Customer Service [\[icon\]](#)

System

[Help & Support](#)
[System Status Board](#)

What's New

>>> NEW: [User Training Manual](#) for the system in PDF format.
>>> Download the latest [Quick Guide](#) in PDF format.

Messaging

[Send a Message](#)
[Contact System Support](#)
[Report a Problem](#)
[Submit Feedback](#)

[Customer Service](#)

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Red indicates an action should be taken.

1. Click on the red number located on the 'Incomplete Audits' row.

Working on Your Incomplete Audits Directly From the Home Page cont.

Vendor Control Panel: Contract Audits

HELPVIDEO HELP

[Messages](#) [Contract Audits](#) [Concession Audits](#) [Outreach](#)

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

Show ALL Incomplete Audits

1 - 3 of 3 records displayed: Previous Page < Page 1 > Next PageRecords per page 20

To resort click on column title. To filter click on the drop down menu.

Refresh Table

Status	Audit Period	Contract Number & Title	Organization
Incomplete	Last 12 mos	All	All
Incomplete (3)	April 2007	Regional Youth Sports Facilities	City of San Antonio
Incomplete (4)	February 2007	Regional Youth Sports Facilities	City of San Antonio
Incomplete (1)	January 2007	Salado Creek Hike & Bike Trails	City of San Antonio

[Customer Service](#)

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Working on Your Incomplete Audits Directly From the Home Page cont.

Contract Audit: Audit Notice HELP VIDEO HELP

This is an audit notice for the contract listed below. Click the **View/Submit Response** button to view or respond to this audit.

[View/Submit Response](#)

Contract Information ?

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	00291160-001

Audit Information ?

Audit Number	00291160-005
Date & Time Posted	Local: 5/7/2007 11:23:42 AM CDT System: 5/7/2007 11:23:42 AM CDT
Time Period	April 2007
Date Response Due	4/16/2007
Comments	

Contract Compliance Officer Information ?

Contact Person	Ayten Cibildak
Organization	City of San Antonio
User Number	30000068-028

Buyer Information ?

Contact Person	Rocky Dugue de Estrada
Organization	San Antonio Parks & Recreation Department
User Number	10000442-014

1. Click [View / Submit Response](#) to respond to the audit.

Working on Your Incomplete Audits Directly From the Home Page cont.

1. One-Step reporting, click [Submit ALL Incomplete Records](#). The one-step feature allows you to report payment information for all sub-contractors on one screen.

OR

2. Click [Submit Response](#) to add payment information for each individual sub-contractor.

Contract Audit: February 2007

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status	Not complete, 4 sub response(s) to be submitted. (View Detail)
Audit Period	February 2007
Payment to Prime	\$18,103.87
Marked As Final Audit?	No (mark audit as final)
Contract Number	4600001883
Contract Title	Regional Youth Sports Facilities
Prime Contractor	Rialto Studio, Inc.

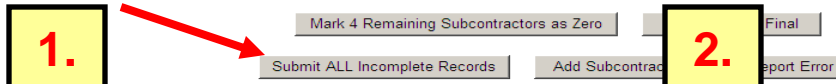
Audit Summary - Total Contract Through TODAY (1/31/2008)

	Award	Award Percent	Actual	Actual Percent	Difference (Actual - Award)
Payments to Prime	\$530,770.00		\$106,653.08		
Credited Payments (Prime + Sub)	\$159,231.00	30.000%	\$106,651.08	99.998%	69.998% above goal
Credited DBE Payments	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Credited SMWBE Payments	\$159,231.00	30.000%	\$106,651.08	99.998%	69.998% above goal
Contract Progress	20.1%				
Credited Prime + Sub Progress	67.0%				

Audit Summary - Assignment, Payment, and Progress Details

	Award Assignments	Award Percent	Actual Payments	Actual Percent	Difference (Actual - Award)
All Subcontractor Payments	\$185,769.50	35.000%	\$16.00	0.015%	34.985% below goal
Credited Prime Payments	\$345,000.50	65.000%	\$106,637.08	99.985%	34.985% above goal
Credited Subcontractor Payments	\$159,231.00	30.000%	\$14.00	0.013%	29.987% below goal
Subcontractor Progress	0.0%				
Credited Subcontractor Progress	0.0%				

Award values may not match due to differences between overall contract goal and subcontractor assignments.



Subcontractor Payments for February 2007

Subcontractor	Certified	Type	Inc. in Goal	Goal Type	Actions	Paid Amount in February 2007	Confirmed by Sub	Total To February 2007	Contract Goal	Actual Percent
Bain Medina Bain, Inc. Kay Whitesell P 210-494-7223 Ext. 239, F 210-490-5120 kwhitesell@bmbi.com	Yes	Sub 100%	Yes	SMWBE	Submit Response	Not Reported	--	\$0.00	15.000%	0.000%
K.M. Ng & Associates, Inc. Sandra Owen P 210-736-6623, F 210-736-9258 sowen@kmmng.com	Yes	Sub 100%	Yes	SMWBE	Submit Response	Not Reported	--	\$0.00	5.000%	0.000%
Mainstreet Architects, Inc. Sue Ann Pemberton-Haugh P 210-732-9268, F 210-732-9269 mainstreet@satx.rr.com	No	Sub	No		Submit Response	Not Reported	--	\$0.00	5.000%	0.000%
Vickrey & Associates Brenda Vickrey P 210-349-3271, F 210-349-2561 bjohnson@vickrey.net.com	Yes	Sub 100%	Yes	SMWBE	Submit Response	Not Reported	--	\$0.00	10.000%	0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

[Return to Audit Notice](#)

Follow process outlined previously in training document.

Additional Process

1) Dispute Resolution

- ❖ CCMS provides a forum for Prime Contractors and Subcontractors to resolve payment disputes
- ❖ If unresolved, COSA managing department representative will become involved to help facilitate resolution

System Access cont.

How do I log out?

- 1) From the left menu, at the bottom, click Log Off.
- 2) Click OK in the pop-up alert.

System Access cont.

What do I do if I forget my password?

- 1) Open the CCMS home page in your Internet browser.
- 2) In the System Access Login box, click the Forgot Password link.
- 3) Enter your email address in the field and click Submit.
- 4) An email and/or fax username/password reminder will be sent to you within minutes.

System Access cont.

What types of software are needed to access the system?

All you need to access the system is a standard Internet browser. The latest versions of Microsoft Internet Explorer, Opera and Mozilla Firefox are all sufficient. Internet Explorer works best.